



### VISIT PROTOCOL

#### Background

The Division, recognizing its responsibilities to share educational experiences, welcomes visitors to the school system. The superintendent has the responsibility to ensure proper protocols are followed for visits that occur within the Division.

#### Procedures

##### 1. Royal and Other Dignitary Visits

1.1 While rare, school boards or schools may occasionally be included in royal visits (including those of Canada's Governor General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors, or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or the Province of Alberta takes precedence. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta. The superintendent must be contacted in these instances.

1.2 In these circumstances, it is expected that local event organizers will ensure trustees are properly recognized and included in the event whenever possible.

##### 2. Special Visits

2.1 Special visits to schools by persons from outside the school system shall be arranged by the superintendent or designate. Details of the visits will be arranged in consultation with the principals and teachers concerned.

##### 3. General Visits

3.1 All visitors to a school are expected to make their presence known to the principal or designate. Sign-in sheets for all visitors are located at the school office.

3.2 The principal determines right of access to the school. Principals may restrict or refuse permission for an individual or group to visit the school.

Reference: Section 33, 52, 53, 197, 222, 256 Education Act  
Provincial Government Protocol  
Federal Government Protocol